



## **Applications are now open for our 2019-2020 Firefighter Work Experience Program**

The Hinton Fire Rescue Firefighter Work Experience Program has been designed to give recent fire school graduates additional training and live-in firefighter experience that will help them achieve that dream of becoming a career firefighter.

Each WEP firefighter will spend a year in Hinton, living and working full-time at the firehall. They will also be part of the paid-on-call firefighters in the evenings & on weekends. These are all paid hours as well as stand-by pay when applicable

There is one (1) positions available for 2019-2020

- **Applications close on Friday, July 12, 2019**
- **The program will begin in mid August 2019 for one year**

Thank you very much.

*Todd Martens*

Fire Chief/Protective Services Manager

---

**Hinton Emergency Services Building**  
184 Eaton Road  
Hinton, AB T7V 1Y5  
[www.hinton.ca](http://www.hinton.ca)

p: 780-865-6089  
f: 780-865-3369  
e: [jsnow@hinton.ca](mailto:jsnow@hinton.ca)

A Career in the fire service is exciting, challenging, diverse and fulfilling. It is also one of the most competitive job markets for these very same reasons. It's the dream job! Those who aspire to become firefighters are unique. They thrive on teamwork; they want to help those in need and they have a burning desire to contribute to the community and put others before themselves.

Each WEP firefighter will spend a year in Hinton, living at the fire hall and working as a full-time firefighter Monday to Friday in the hall. They will also be part of the paid-on-call firefighters in the evenings & weekends.

The Hinton Fire Rescue Firefighter Work Experience Program has been designed to give recent fire school graduates additional training and live-in firefighter experience that will help them achieve that dream of becoming a career firefighter.

Hinton Fire Rescue will assist the Work Experience Firefighter's career search for Fire Department job postings and provide education of other skills, but not limited to:

- Creating and maintaining pre-incident plans, public education and participating in company inspections.
- Interview and resume writing skills.
- Specialized in-house training sessions will be run to maintain and enhance certification and skill levels, including live fire, auto extrication and ice rescue.
- Work Experience firefighters will have the opportunity to instruct training courses to the regular volunteer members and further apply and challenge their skills and abilities.
- Regular hall and equipment maintenance is an integral part of the program.
- Class 3 Drivers licence.

Throughout the program, your responsibilities as a Work Experience Firefighter include, but not limited to:

- Fire Suppression
- Fire Prevention
- Fire Inspections
- Ice Rescue
- Motor Vehicle Accidents
- Public Education
- Fire Station & Equipment Maintenance
- Duty Shifts

Additional Courses that may be made available to Work Experience Firefighters will include a choice of:

- ICS -100
- ICS-200
- S215 Wildland Urban Interface
- 1051 Wildland
- Pumps / Driver Training
- Low Angle Rescue

Personal achievements attainable through this position:

- Technical knowledge
- Skills maintenance
- Personal development and individual and team pride
- Practical life skills & social benefits
- Confidence

About us . . .

Hinton Fire Rescue is a 30 member composite department with a career Chief and Deputy Chief, one full-time Lieutenant and 30 paid-on-call firefighters. We train to the 1001 standard and beyond with a complete live fire training facility that includes a 4-story live fire burn building (interior and exterior stair runs with a burn room on each floor and confined space training room), liquid propane fueled dumpster, pressurized vessel, car, and liquid fuel pans along with an auto ex training and MVC “slope” (vehicles hardly ever stay on their feet especially on the highway around here). We respond to an average of 300 calls per year ranging from motor vehicle incidents to structure fires, wildland fires, train/rail incidents, hazmat spills and more. With two major highways and a busy railway running through our town, we are well trained and prepared for major emergencies.

If you are looking for more training, experience, and a competitive edge on your path to a career “dream” job, then you may want to consider Hinton Fire Rescue and our Work Experience Program.

**For more information, contact Jean Snow/Protective Services Coordinator, 780-865-6089, [jsnow@hinton.ca](mailto:jsnow@hinton.ca)**

Visit us on Facebook at <https://www.facebook.com/HintonFireRescue>



Pictured in Photo: Clayton Rafuse & Ryland Kirzinger 2018

## TESTIMONIALS

I was a member of the 2017 Hinton Fire Rescue Work Experience Program and am currently working a temporary full-time Acting Lieutenant position also with Hinton Fire Rescue. I have recommended this program to friends that were coming out of fire school and also those who have been out of fire school for a while because it helps build on skills that you learned in school but also gives you real life scenarios to put your training to the test. Being able to live at the firehall really opens your eyes to what a fulltime firefighter position would be like and allows you to build a bond with your fellow firefighters.

During my time with the Hinton Fire Department I have been given to opportunity to take many training courses and received many certificates such as Fire Operations in the Wildland Urban Interface S-215, Rural Water Shuttle Supply NFPA 1002, Aerial Operations NFPA 1002, Basic Pump Operations, Ice Water Rescue Technician NFPA 1006, Swift Water Rescue Technician NFPA 1006, Firefighter Survival / R.I.T and a Advanced Vehicle Extrication course. I also had access to the onsite training facility that entails live fire props, burn building and training equipment to make it as realistic as possible. Unlike some other Work Experience Programs out there it was nice to be paid so we could still pay our bills and buy groceries.

My time with Hinton Fire has been amazing and I do believe that it will help me in achieving my goal of becoming a full-time firefighter. The staff of Hinton fire will push your limits to help you develop your skills and decision making. They will also help you with resume and cover letter building and hold mock interviews with you so you are prepared for recruitment processes in the future. I would like to thank the Hinton Fire Department for giving me this opportunity and allowing me to better my skills.

**Ryan Creasey, Embro Ontario**  
**2017 to Current with Hinton Fire Rescue**



Pictured in photo: Ryan Creasey & Edgar Ponce 2017

## TESTIMONIALS

I am currently in the 2019 Hinton Fire Rescue Work Experience Program. I feel this program has been the perfect step in the transition from Firefighting Academy to one day being a full time Firefighter at a municipal department. The experience gained going on all the calls the department receives is extremely valuable and hard to get elsewhere. Day-to-day firehall operations and duties has been an excellent way to learn what its like to be a career firefighter. Real life situations combined with weekly hands on training has given me the confidence to respond to any task given on the fire ground.

At this point of my one-year commitment, almost halfway thru, I have received my Class 3 Drivers License, First Responder License, Ice Water Rescue, ICS 200, ITLS Basic, WHMIS, and many more individual firefighter specific skill training. Additionally, I have received help and advice in constructing a professional resume and cover letter. The freedom to take time away from the hall to attend testing for full time positions is also very supportive. Paid On-Call Tuesday night training has also been a great refresher on skills I haven't used since going to school for 1001.

I strongly recommend applying for this program if you are looking for another helpful step in the long and challenging road to becoming a full-time firefighter.

**Anthony Ruggiero, Kelowna BC – Current Work Experience Firefighter 2019**



Pictured in Photo: Ryan Creasey & Anthony Ruggiero 2019



## **FIREFIGHTER WORK EXPERIENCE PROGRAM APPLICATION FORM**

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected under the authority of the Municipal Act and will only be used for the purpose of determining eligibility for employment as a Work Experience Program firefighter.

Please submit **cover letter** and **resume** as well as complete the attached application form and send to:

**Jean Snow, Protective Services Coordinator**

Hinton Fire Rescue

184 Eaton Road, Hinton, AB T7V 1Y5

Tel 780-865-6089, Email [jsnow@hinton.ca](mailto:jsnow@hinton.ca)

Thank you for your interest in joining the Hinton Fire Rescue Work Experience Program. Please read the application details on the next page carefully and if you are still interested please continue. Only the applicants chosen to move forward with the interview process will be contacted.

# APPLICATION DETAILS

Please submit a **resume** and **cover letter** as well as complete the attached application form.

## **TRAINING:**

Please note that if you apply and are accepted you are required to participate in regular departmental training. Training is scheduled every Tuesday evening as well as occasional weekends. You must be willing to accept direction from an officer during training and on the fire ground without hesitation or argument. Should you have any questions, you must wait to ask them at training or debriefing sessions.

## **RESPONSE:**

You must be mentally and physically (facial hair restricted) prepared to respond to incidents that may occur anytime, day or night, throughout the year regardless of weather conditions. You will receive compensation for attendance at training as well as for response to emergency calls.

## **EQUIPMENT:**

Each firefighter will be provided with full protective clothing (turnout gear) for emergency response. The wearer is responsible to keep them clean and in good repair. A pager will be provided for emergency calls.

## **QUALIFICATIONS:**

Must be 18 years of age or older, own a vehicle, valid driver's license ("Q" / air brakes endorsement preferred), mechanical aptitude, normal vision and hearing, good to above average physical condition, good interpersonal skills and the following must be included with application:

- NFPA 1001 Level 1 & 2 from an accredited Canadian Institution
- CPR "C", First Aid Training
- Pass a detailed RCMP Criminal Record Check with Vulnerable Sector Check
- Three (3) year clean drivers abstract (no more than 6 points)

**TOWN OF HINTON  
FIREFIGHTER WORK EXPERIENCE PROGRAM  
APPLICATION FORM**

---

Surname

First

Middle

---

Address (civic)

---

Mailing Address (if different than above)

---

Telephone Number: (Home)

(Work)

(Cell)

---

Email Address

---

Date of Birth:        year     /     month     /     day

---

Driver's License Number

Province

Class

Air Endorsement:    \_\_\_ Yes        \_\_\_ No

---

Personal Health Care Number

Height

Weight

---

Occupation

---

Place of Employment

Telephone Number

---

Address of Employment

---

Contact Person

Title of Contact Person

**REFERENCES: (Work)**

---

Name	Job Title	Telephone Number
------	-----------	------------------

---

Name	Job Title	Telephone Number
------	-----------	------------------

**REFERENCES: (Personal)**

---

Name	Job Title	Telephone Number
------	-----------	------------------

---

Name	Job Title	Telephone Number
------	-----------	------------------

Can you swim?  Yes  No

Do you wear corrective lenses?  Yes  No

**EDUCATION:**

---

Last Grade or Post Secondary Level Completed

Date of Final Year of Attendance

---

Name of School

Address of School

Telephone Number

**LIST YOUR APPLICABLE SKILLS/INTERESTS & TRAINING:**

Any relevant training or experiences that you possess that you feel would be beneficial to the department. I.e:  
First Aid, SCBA, EMR, Class 1 Driver's Licence, etc

---

---

---

Did someone recommend you to the department? Yes \_\_\_\_ No \_\_\_\_

If yes, who was it?

---

Name	Relationship to you	Telephone Number
------	---------------------	------------------

Are you currently a member of an organization or association?

If yes, please name them:

---

---

\*\*\* Only applicants moving forward in the interview process will be contacted \*\*\*

**DECLARATION:**

**I CERTIFY THAT THE STATEMENTS MADE BY ME IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND THAT ANY FALSE STATEMENT WILL DISQUALIFY ME FROM BEING A MEMBER OF THE HINTON FIRE DEPARTMENT.**

I HEREBY AUTHORIZE THE TOWN OF HINTON TO CONTACT THE PERSONS OR ORGANIZATIONS LISTED ABOVE FOR THE PURPOSE OF OBTAINING REFERENCE INFORMATION INCLUDING INFORMATION CONTAINED IN MY PERSONNEL FILE.

POTENTIAL MEMBERS WILL BE INTERVIEWED BY THE CHIEF AND/OR DEPUTY CHIEF OF THE DEPARTMENT AND MAY ALSO BE INTERVIEWED BY EMPLOYER REPRESENTATIVES OR FIRE DEPARTMENT OFFICERS.

ACCEPTED APPLICANTS ARE SUBJECT TO ALL RULES AND REGULATIONS OF HINTON FIRE RESCUE AND THE WORK EXPERIENCE PROGRAM AS WELL AS ALL PROVINCIAL AND EMPLOYER RULES AND REGULATIONS.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# Hinton Fire Rescue Candidate Entrance Level Fitness Test



## Physical Ability Test Waiver

I, \_\_\_\_\_ hereby hold harmless the Town of Hinton and its employees, any claim against said Municipality and its employees in case of any injury incurred by me in the process of the physical testing required in support of the application process for the position of Firefighter with the Town of Hinton and the Hinton Fire Rescue Department.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

## Candidate Entrance Level Fitness Test

Firefighting by nature is a physically demanding and strenuous task. The objective of physical fitness testing is to ensure as far as practical that candidates have a physical fitness level appropriate to accomplish normal fire ground activities within a reasonable timeframe. Candidates must be able to accomplish the following (continuous, uninterrupted between events)

### SAFETY:

***Candidates must present a letter from their doctor confirming they are fit enough to undergo the fitness testing.***

Safety is of critical importance, the candidates will be closely supervised during all aspects of the testing.

Candidates must use proper lifting techniques (back straight, lift with legs)

While ascending stairs candidates may ascend more than one step at a time however coming down stairs must step on each and every step.

Walking quickly is acceptable (one foot on the ground at all times) running (both feet off the ground) is not.

### ATTIRE:

Each candidate while wearing full firefighting PPE (gloves, boots helmet, turn-out gear including SCBA) will complete the following tasks in order. Candidates are not expected to be wearing the SCBA mask and will not be hooked up to air.

#### 1) Forcible Entry

The candidate will use an 8 pound sledge hammer repeatedly strike an object (tire placed on confined space tube) moving it a linear distance of 3 feet. (This event is designed to simulate forcing entry into a structure)

#### 2) Equipment carry

The candidate will carry a 100' 1 ½" hose bundle to the top of the training tower twice. (Equivalent of 4 stories) Following the second trip, the candidate will drop the hose load in the marked area. (This event is designed to simulate carrying equipment to upper floors of a multi story building)

#### 3) Equipment Raise

The candidate will raise 2 separate bundles of 50' of 1 ½" hose via rope (pre-connected) onto the top floor balcony. The candidate will then pick up the 100' 1 ½" hose bundle and return to the ground floor. (This event is designed to simulate raising equipment to upper floors of a multi story building)

#### 4) Hose drag

The candidate will pull 100' of 1 ½" of uncharged line with nozzle around a 45 gallon drum located 50' away from the start to the start point, at the start point using upper body strength only the candidate will pull the entire 100' of hose to the start point. (This event is designed to simulate after a rescue the firefighter returning to normal extinguishment duties on the fire ground)

#### 5) Victim Rescue

The candidate will carry/lift/drag a 160 pound rescue mannequin a distance of 50 feet. (This event is designed to simulate the removal of a victim to a safe area)



## Firefighter Work Experience Program (WEP) Routine, Rules and Regulations

1. When working in the firehall WEP firefighters are paid at a rate of \$18.00 per hour plus statutory benefits. Emergency calls attended, whether on shift or not, are paid at the current job rate of \$20.00/hour paid at minimum 1 hour.
2. Residence is provided in lieu of one 8-hour work day in the firehall per week. WEP firefighters are expected to use the fire department dormitory as their principal residence. Members who spend an excessive amount of time away from the dorm will be asked to leave the program.
3. WEP firefighters do not accumulate vacation leaves during their 12-month tour. Transfers of shifts are unlimited and must be arranged within WEP firefighters. All shifts must be paid back within the 12 month tour.
4. WEP firefighters do not accumulate sick days or hours. It is to be understood that effort should be made to contact the Fire Chief, or in his absence, the Deputy Chief one day in advance of calling in sick, so the schedule can be rearranged.
5. Internet and cable are provided.
6. Each firefighter will have their own bedroom which will be inspected weekly, on Fridays, or by random visits by the Fire Chief, Deputy Chief, or his designate. All house quarters shall be presentable at all times. Duties not attended to will result in disciplinary action from the Fire Chief or Deputy Chief. The firefighter quarters should be kept vacant of public and wandering guests. Guest(s) of firefighters must have permission to enter from the Fire Chief or in his absence the Deputy Chief.
7. Firefighters will be held accountable for order and cleanliness. The following guidelines will apply:
  - a. Clothes hung in closets and put in drawers.
  - b. Beds made when not in use.
  - c. Floors vacuumed regularly.
  - d. Baths and showers cleaned.
  - e. Dishes and glasses returned to the kitchen and/or dishwasher.
  - f. Trash emptied "as needed" in dorm, daily in kitchen.
  - g. Recyclables stored and taken out to bins at transfer station or to bottle depot for refund.
  - h. Common living and kitchen areas presentable to public.
  - i. IF YOU HAVE TIME TO COOK, YOU HAVE TIME TO CLEAN!
  - j. Other special duties assigned, or taken in the absence of a fellow firefighter.
  - k. It is the responsibility of all WEP participants to adhere to the schedule for the above duties. Failure to maintain these duties will be held against all WEP participants.
8. Small problems that arise shall be solved among the firefighters. The Fire Chief, or in his absence, the Deputy Chief should be informed of a problem that is beyond the scope of solving in-house.
9. Kitchen supplies; pot and pans, dishes or food should be stored in cabinets as assigned.
10. Liquor containers shall not be openly stored in kitchen or in rooms. All containers shall not be visible to the public, and consumption may only take place within the firefighter's quarters when not on shift and only if you are 18 or over. (Alberta provincial law.) There is a zero tolerance alcohol policy when responding to shifts or page-outs.
11. Smoking is not permitted in the Fire Station or in any Town of Hinton building or vehicle. Tobacco use is strongly discouraged in any form.

12. There is "ZERO TOLERANCE" for illegal drug use of any kind.
13. You will be responsible to be on duty for your assigned shift. Night shifts will be assigned on a standby basis as necessary.
14. Firefighters must report to their assigned fire station shift at least 15 minutes early. You must be ready for emergency response with full PPE (Turn-out gear, SCBA face mask, gloves, balaclava, boots and radio). This equipment is your responsibility to maintain and keep clean.
15. Late arrival for duty may result in an extra duty shift, or you may be dismissed for that particular day. Other tardiness may result in discharge from the program.
16. Firefighters must arrive for shift work in full uniform: clean-shaven, clean and pressed uniform shirt over town t-shirt, shined hardware, black belt with clean and pressed pants, shined black safety boots.
17. The Town will supply 4 uniform shirts - 2 short sleeve & 2 long sleeve, 4 t-shirts, 4 pair of uniform pants and 1 uniform belt. WEP participants are responsible to supply their own (steel toe, steel shank) station boots.
18. All WEP participants will wear ONLY town authorized shirts, pants, toques, etc. while on duty. No exceptions.
19. Firefighter WEP members are required to maintain the fire station in accordance with set department standards.
20. A town pager must be carried at all times. Report to the Fire Hall when any alarm is issued.
21. All requests from a guest or public shall be handled with courtesy and diplomacy, as you represent the Town of Hinton, remember that our job is to be helpful at all times.
22. Conduct yourself in an appropriate manner at all times, as you are members of this organization and representatives of the department. Refrain from disruptive or rowdy behaviour when out in public.
23. Firefighters shall not allow their conduct to cast an adverse reflection on themselves or Hinton Fire Rescue. Rules of common courtesy and respect for the individual will be given to all fellow members of the department.
24. Any WEP member whose presence, in the opinion of the Fire Chief, is disruptive to the good of the order or operation of the fire hall and or community, will be asked to dismiss them self from the WEP program, and may be asked to terminate residence at the Town Fire Hall, within three (3) days.
25. Tuesday night training sessions are mandatory, and will start promptly at 19:00 hours. WEP firefighters will have 48 hours before training to request to be absent from training, request to be made to the Fire Chief, or in his absence, the Deputy Chief.
26. If you are asked to perform a task that you have not been properly trained for, convey this to the person requesting the task. You will not be expected to perform beyond the level you have been trained to.
27. The Town expects a 12-month commitment to the WEP firefighter program. (Exceptions may be made for WEP firefighters hired with a Career Fire Department)
28. All students will be required; in writing to give at least 2 weeks' notice or longer if they intend to leave the WEP program. Letters of reference will not be given if this is not adhered to. (Exceptions may be considered if the participant is hired by a career Fire Department)
29. Infractions of order and or operations of the Town of Hinton Fire Department in the opinion of the Fire Chief will be dealt with in a progressive approach to dismissal.
  - a. Verbal Warning
  - b. Disciplinary Letter
  - c. Fire Chief Review for dismissal or other disciplinary action.
30. Disciplinary action for breaking these above rules or any Town rules, policies or procedures shall be 3 STRIKES AND YOU ARE OUT OF THE PROGRAM. If there is any infraction of the WEP rules and regulations by WEP firefighter(s), he or she

will be notified as soon as possible by the Fire Chief, or in his absence, the Deputy Chief. Disciplinary action will be given out within one week of notification.

- 31. WEP firefighter participants are responsible to ensure establishment/maintenance of all applicable insurances (vehicle, health etc.)
- 32. Each WEP member must agree to these terms in writing before acceptance as a firefighter Work Experience Firefighter for the Town of Hinton Fire Rescue Department
- 33. The work experience program is based on council budget approval each year and could change or terminate the program at any time depending on budget. The program outline and conditions may change at any time at the discretion of the Fire Chief and a minimum of 2 weeks notice will be given to all students of these changes.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2019

\_\_\_\_\_  
WEP Firefighter Name (Please Print)

\_\_\_\_\_  
WEP Firefighter Signature

\_\_\_\_\_  
Fire Chief (Please Print)

\_\_\_\_\_  
Fire Chief Signature